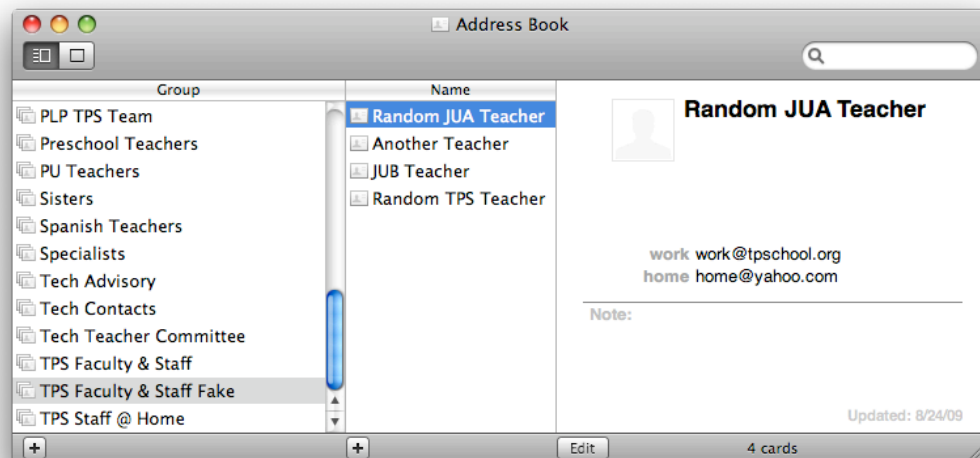


# Updating Group vCards

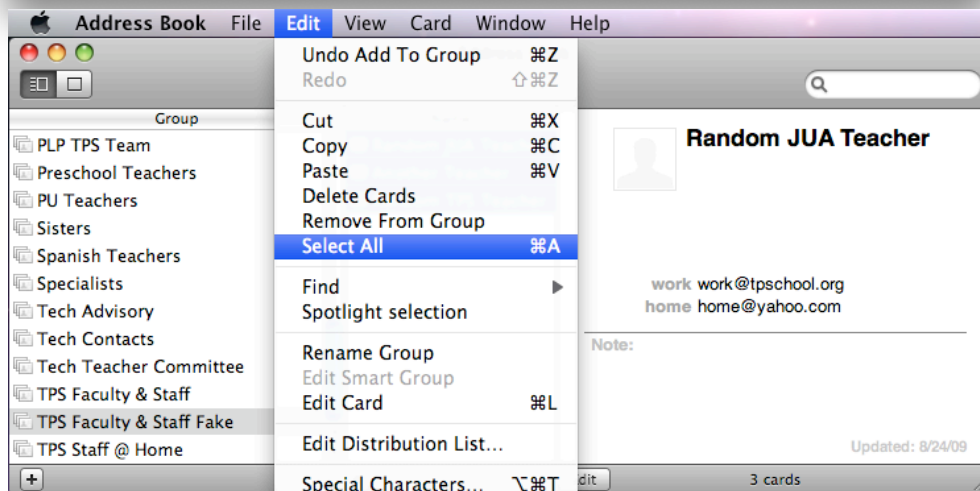


1. Open the Address Book application.

2. Click on your main TPS Faculty & Staff group. Click on a user within the group so that user is highlighted in blue.

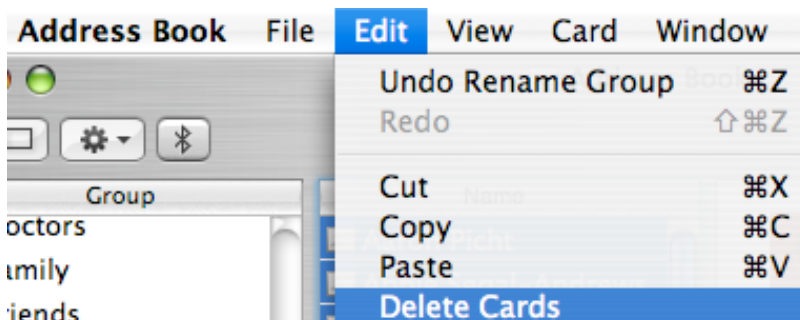
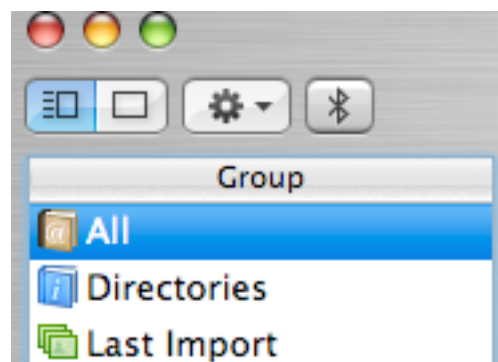


2. Choose **Select All** from the **Edit** menu. You should see that every user in that group is now highlighted in blue.



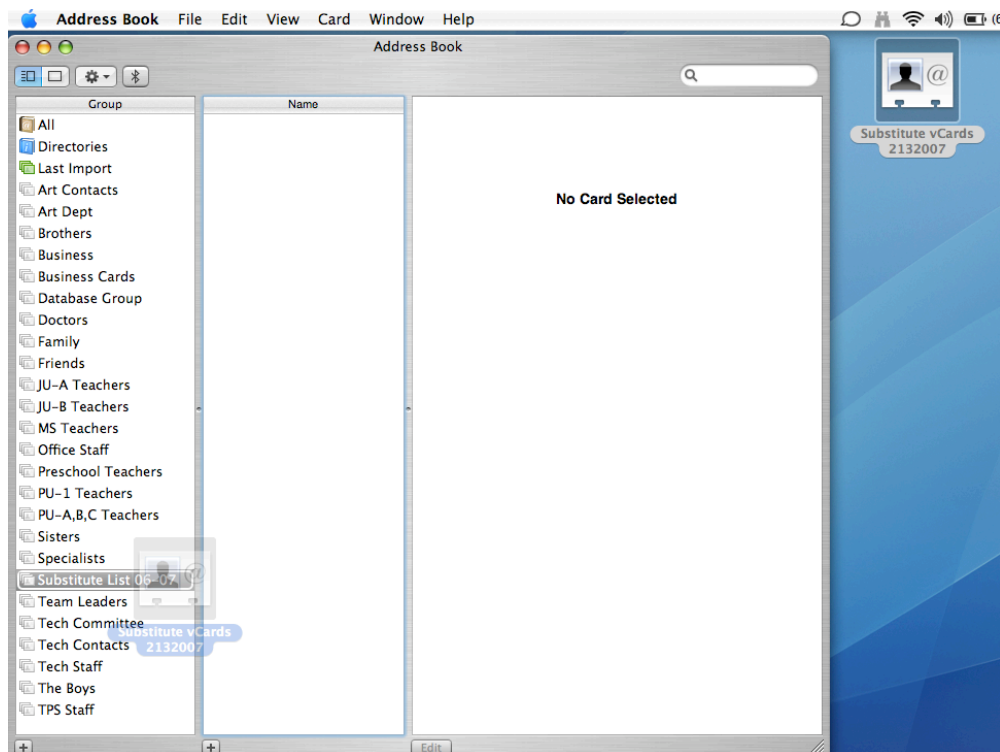
**NOTE:** If your section changes to “All”, try to select a user in that group again. It is important that you select the main group before moving on, otherwise you could delete all your contacts.

4. Choose **Delete Cards** from the **Edit** menu. Double check that every other TPS sub-group is now empty. If not, delete those extra users.

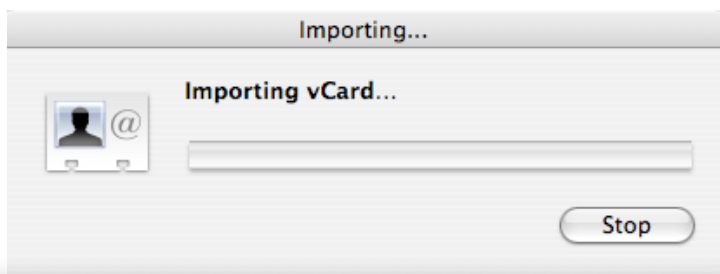


**HINT:** If you are at any point concerned that you deleted the wrong group members or contacts, you can choose **Undo Delete Records** from the **Edit**.

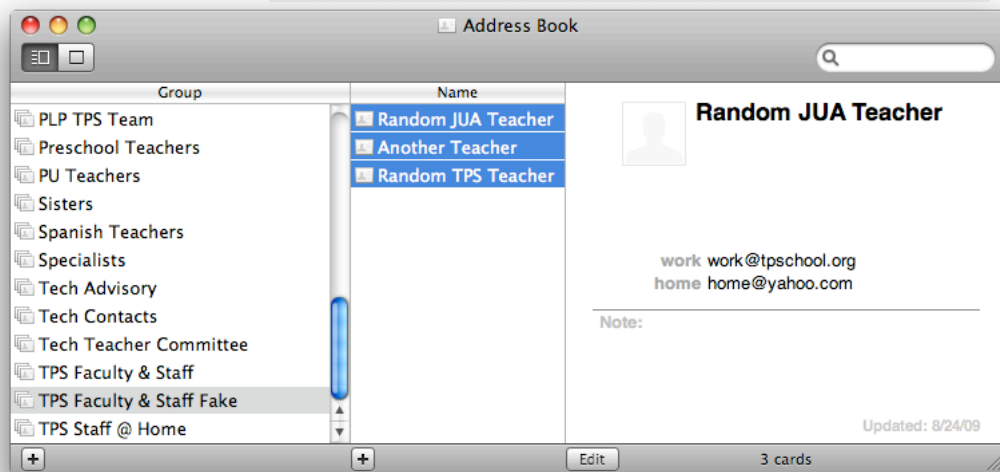
5. Drag and drop the vCard onto the group you are replacing. (A copy of each vCard group is on Data\_Center / Resources / Addresses / Faculty & Staff iCal Groups.



6. Your vCards will import.



7. Your group will now be updated.



8. Follow #5 for each sub-group you want to import. Since you are importing the same contacts, updating the info will not cause problems. Click OK after each sub-group import.



**Importing 12 cards**

12 cards are duplicates and will be updated



Review Duplicates...

Cancel

OK

**NOTE:** After you are finished...  
In your Mail program, when typing a new e-mail, you simply have to type the name of the Address Book group and click the enter button.

The contacts in that group will appear in the **To:** tab.

